

CITY OF BERWYN RECREATION DEPARTMENT

POSITION DESCRIPTION

Position Title: Day Camp Counselor

Basic Function: Care and interact with children Pre-school through 8th grade with daily activities and to maintain a healthy, structured and enjoyable environment.

Qualifications:

- Must be 18 years of age as of December 2021
 - Applicants must have experience, be caring and enjoy working with children.
 - Applicants must have patience in working with children in small and large group activities.
 - Swimming is a requirement daily with children.
 - Must possess good organizational and communication skills.
 - Applicants must be FIRST AID, AED & CPR CERTIFIED or willing to take time to become certified.
 - Required online child care learning through Illinois Action for Children.
- Applicant must be available to work from June to August 2022.

Duties and Responsibilities:

- Responsible for caring for children during daily activities.
- Initiate and complete daily activities.
- Teach recreation skills through indoor and outdoor activities throughout the day.
- Engage, enthusiastic, encouraging and supportive to the children.
- Implementing emergency protocol efforts to ensure the protection of campers.

Key Contact and relationships:

- Directly responsible to the Day Camp Director.
- Frequent contact with children and staff.
- Frequent contact with Program Supervisor, Office Manager, Aquatics Director and Office Staff.
- Moderate contact with the Recreation Director.

Rate of Pay: \$12.50 per hour

Availability: Monday through Friday
35 – 40 hours per week